

Agenda

University Council



Thursday, October 23, 2008
3 p.m., N113, HCoB.

In preparation for the Faculty Meeting Tuesday, November 4, 2008, 2:30 p.m., UH 170

University Council Members for 2008-2009:

William Bloodworth, Jr. (Chair), President; **Barbara Coleman**, Business Administration; **Tom Crute**, Chair, Faculty Policies Committee; **Peggy Ruth Geren**, Assistant Dean, Education; **Andre Goodman**, President of the Student Government Association; **Richard Harrison**, Dean of Education; **Pam Hayward**, Arts and Sciences; **Jeff Heck**, Faculty Secretary; **Helen Hendee**, Vice President of Development and Alumni Relations; **Donna Hobbs**, Arts and Sciences; **Najhee Jackson**, Vice President of the Student Government Association; **Joyce Jones**, Vice President for Student Services; **Marc Miller**, Dean of Business Administration; **Michelle DeLoach**, Chair, Staff Advisory Council; **William Nelson**, Director of the Library; **Robert Parham**, Dean of Arts and Sciences; **Sam Robinson**, Arts and Sciences; **Todd Schultz**, Chair, Academic Policies Committee; **Samuel Sullivan**, Vice President for Academic Affairs; **Cathy Tugmon**, Arts and Sciences; **Dan Whitfield**, Vice president for Business Services.

Agenda Items:

I. **Approval of the Minutes** from September 25, 2008, available at:

http://www.aug.edu/faculty_secretary/ucmin_09_25_2008_draft.pdf

II. **Faculty Policies Committee** – Dr. Tom Crute

1. Revised Grievance Procedure, Intellectual Diversity– **See Attachment A**
2. Suggestion to change Faculty Meeting date from November 4, 2008, to provide the greatest latitude for faculty wishing to vote in the national election.

III. **Proposal** to publish existing guidelines for the Richard S. Wallace Distinguished Service and the Louis K. Bell Alumni Research awards in the Faculty Manual. – Faculty Secretary– **See Attachment B**

IV. **Report** of the President

V. **Announcements**

Attachments

Attachment A - from the Faculty Policies Committee

Proposal for Revised Grievance Procedure on Intellectual Diversity

Revisions Passed by FPC

CURRENT

850.3 Academic Grievances

1. You must start with a sincere attempt to settle the dispute in an informal manner with the instructor. Administrators can initially hear your concerns and refer you to this document, but they will not discuss any specific grievance until the appropriate procedural steps have been taken.

850.4 Academic Grievances Procedure

I. STAGE ONE: THE INFORMAL PROCEDURE

The student should first make a sincere attempt to settle a dispute in an informal manner with the instructor. If the student is still not satisfied with the instructor's decision, s/he may then discuss the matter with the instructor's department chair. If the problem remains unresolved, the student may then discuss the matter with the instructor's dean.

PROPOSED

850.3 Academic Grievances

1. **As outlined in Stage One below, except when your complaint is related to intellectual diversity, you must start with a sincere attempt to settle the dispute in an informal manner with the instructor. However, if your complaint is related to intellectual diversity—i.e., your right to take a reasoned exception to data and views offered in the classroom and to reserve judgment about matters of opinion without fear of penalty—you may take your complaint to the instructor's immediate supervisor or to the Dean of Students.**

Administrators can initially hear your concerns and refer you to this document, but they will not discuss any specific grievance until the appropriate procedural steps have been taken.

850.4 Academic Grievance Procedure

I. STAGE ONE: THE INFORMAL PROCEDURE

The student ~~should first~~ **must** make a sincere attempt to settle a dispute in an informal manner with the instructor. If the student is still not satisfied with the instructor's decision, s/he may then discuss the matter with the instructor's department chair. If the problem remains unresolved, the student may then discuss the matter with the instructor's dean.

Should the dispute involve an issue of intellectual diversity, the student may choose the alternative route of first discussing the matter with the instructor's immediate supervisor or the Dean of Students.

Attachment B – From the Faculty Secretary

Proposal: **Insertion of Guidelines:** Wallace Service Award and the Bell Research Award into the Faculty Manual.

Rationale: the guidelines for the Outstanding Teaching Award and the Wallace and Bell awards all are maintained and used by the same committee. The Outstanding Teaching Award guidelines are already printed in the Faculty Manual. The insertion of the guidelines for the other two awards would provide the committee with all their materials in one location, as well as allowing the general faculty to more easily find the criteria.

1. Amend Faculty Manual Section 204.8.2 to read:

204.8.2 Responsibilities

The committee shall make recommendations to the Vice President for Academic Affairs regarding campus-wide awards to faculty for teaching or scholarly excellence. The guidelines and procedures for the Outstanding Teaching Award, *the Lewis K. Bell Alumni Research Award, and the Richard S. Wallace Distinguished Service Award* are shown in Sections 204.8.3 through 204.8.5. The committee may become involved in establishing other forms for recognizing outstanding faculty contributions as may be appropriate. Specific guidelines and procedures for each award shall be maintained by the committee. These should address means of soliciting nominations, gathering relevant information, evaluation, and selection. The committee will, when appropriate, invite qualified off-campus reviewers and/or the Vice President for Academic Affairs to assist with the evaluation and selection process.

2. Insert these guidelines, passed at the Faculty Meeting September 9, 2008, but not previously printed in the Faculty Manual

New Faculty Manual Section 204.8.4

204.8.4 Lewis K. Bell Alumni Research Award Guidelines

NAME: The name of the award shall be “The Lewis K. Bell Alumni Research Award.”

PURPOSE: Recognize outstanding contributions in the areas of research and publication by an Augusta State University faculty member

FORMS OF RECOGNITION: Recognition shall be in the form of two plaques—a permanent plaque to be displayed in Reese Library and an individual plaque to the recipient—and \$1000 cash award

ELIGIBILITY: All full-time members of the Augusta State University faculty shall be eligible for the award

NOMINATION: An individual may be nominated by any colleague, alumnus, student, or friend of the university. If the individual who is nominated chooses to be considered, it is his or her responsibility to put together the packet of material for consideration. The packet of materials will be submitted to the chair of the Faculty Recognition Committee by the deadline specified below.

PACKET CONTENTS: The nominee will make all arrangements for the contents of the packet submitted. The packet will consist of:

- A. Current curriculum vita
- B. Letters of recommendation that address the quality of the nominee's research and the contribution of the nominee's research to the profession with special attention to making the information informative to reviewers outside of the discipline. A maximum of three letters of recommendation will be submitted as follows:
 - 1. A letter from the chair of the nominee's department (or Dean for the Hull College of Business)
 - 2. A letter from a senior faculty member (associate professor or professor) in the nominee's department in the same discipline, or if necessary, a closely related discipline
 - 3. A letter from a person in the discipline from outside of ASU such as a professor from another institution
- C. A cover letter with a maximum of 3 pages in 12-point font that specifies research accomplishments and significance in language understandable to those outside the discipline. If the contributions may not be immediately recognizable as research scholarship, then the cover letter should clarify their relevance for a research award.
- D. A list of relevant examples that illustrates research productivity over the past 5 year period. Do not include actual samples. The significance of these examples should be discussed in the cover letter and not as part of the list

IMPORTANT DATES: In the first week of September the chair of the Faculty Recognition Committee will send an announcement by email inviting nominations for this award, with a reminder in the first and last weeks of October. Other announcement methods such as electronic posting or hard-copy fliers will also be pursued. The deadline for submitting nominations will be November 1. The chair will contact each nominee to solicit a packet of materials shortly after receipt of each nomination. The deadline for

receipt of the packet from the nominee will be the third Friday in November. The chair will keep the packets in a secure location while members of the Faculty Recognition Committee have the opportunity to review them. The committee will meet no later than January 10 to select the most deserving applications—normally the top three—to be submitted to the Vice President for Academic Affairs. The VPAA will arrange for a selection committee to be comprised of professors from other colleges or universities who have distinguished records as research scholars who will review the packets and make recommendations to the VPAA.

ANNOUNCEMENTS: The selection will be completed with sufficient time to have the recipient announced and recognized at the appropriate ceremony.

3. Insert these guidelines, previously passed and in current use but not yet printed in the Faculty Manual

New Faculty Manual Section 204.8.5

204.8.5 Richard S. Wallace Distinguished Service Award

Criteria

The selection criteria will be distinguished service to the University, the students, and the community. Distinguished service is that which exceeds the expectations of one's professional obligations, which would be taken into consideration for promotion and/or tenure.

The recipient will be a member of the Augusta State University faculty. The recipient should demonstrate a broad range of service to the University, the students, and to the community at large. Criteria will include (but not limited to):

- * the unselfish offering of time, energy, and ideas
- * significant participation in a wide range of university and community activities
- * action without regard to personal benefits
- * support of service organizations and activities in leadership roles
- * projection of a positive image for the institution
- * involvement in programs addressing extraordinary concerns (e.g. handicapped, minority, disadvantages, elderly, etc.)
- * service as a mentor within the university and the community
- * quality service far exceeding one's peers in the dispatch of professional responsibilities such as student advising, committee leadership and ad hoc committee service